General Psychology Syllabus
Richland College
School of Social Sciences and Wellness

Instructor Information
Name: Dr. Michaelle O’Quin Norman
DCCCD Email: mnorman@dcccd.edu
Office Phone: 972.238.6300
Office Location: Wichital Hall 268
Office Hours: By appointment only (Submit Conference Request to schedule appt.)
Division Office and Phone: Crocket Hall C-243, 972.238.6230

Course Information
Course Title: General Psychology
Course Number: PSYC 2301
Section Number: 83504
Semester/Year: Spring/2020
Credit Hours: 3
Class Meeting Time/Location: Tue/Thr 7:05-8:25 PM /Rm T-222 Thunderduck Hall
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
One of the following must be met: (1) Developmental Reading 0093, (2) English as Second Language (ESOL) 0044, or (3) have met the Texas Success Initiative (TSI) reading standard

Course Description
General psychology (2301) surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience.
Student Learning Outcomes
Upon Completion of PSYC 2301, students should be able to demonstrate:

1. an understanding of the history psychology and its development.
2. an understanding of the research methods used in psychology.
3. knowledge of the basic language of psychology.
4. a description of the basic theories of psychology and how they are used.
5. an understanding of how to apply the above to everyday life.

Texas Core Objectives
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the activities you engage in will give you the opportunity to practice two or more of the following core competencies:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions, and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials
Below are REQUIRED materials for this course. Please ensure that you carefully select and purchase your materials AS SOON AS YOU REGISTER FOR THE COURSE.

Title: Real World Psychology for Richland College with Wiley PLUS Blackboard Card Set, 2nd Edition
Author: Karen Huffman; Catherine Sanderson
As part of the assessment for this class, you are required to complete online assessments and assignments using the Wiley Plus platform accessed through the required access code enclosed with your textbook. The access code is MANDATORY and vital to your success in this course.

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Graded Work**

The tables below provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

**Summary of Graded Work**

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1 Chapters 1-4 (Assignments, Assessment 1, Participation)</td>
<td>250</td>
</tr>
<tr>
<td>Module 2 Chapters 5-8 (Assignments, Assessment 2, Participation)</td>
<td>250</td>
</tr>
<tr>
<td>Module 3 Chapters 9-11 (Assignments, Assessment 3, Participation)</td>
<td>150</td>
</tr>
<tr>
<td>Module 4 Chapters 12-14 (Assignments, Assessment [Final Exam], Self-Assessments, Participation)</td>
<td>350</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**Final Grade**

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>0-599</td>
<td>0-59%</td>
<td>F</td>
</tr>
</tbody>
</table>

**Description of Graded Work**
Exams – The exams given will cover course assignments, chapter readings, and other information pertaining to the course. It is your responsibility to ensure that you are well prepared for each exam. Class time is designated for students to gain clarity on course information. Study guides are provided as a study aid. The instructor may, at her discretion, conduct exam reviews, but only as a courtesy if time permits. Generally, there are no make-up exams. You are expected to prepare and make appropriate efforts to take the exam on the designated date. If for some reason you are unable to take the exam by the required date, you will need to contact your instructor for alternate options See Makeup Exam Policy

This policy is subject to change as would be in the best interest of the class. The instructor reserves the right to amend this policy as needed.

Assignments— You will have several assignments that will be submitted through Wiley Plus. Be sure to register and access your Wiley Plus Learning Space information and assignments through the eCampus links.

Collaboration – You will interact with your colleagues during classroom activities and for your group project. Your participation in the class is vital to a favorable grade. You will complete a group contract at the beginning of your project and a peer assessment form at the end.

Grading Feedback

In general, grades for exams and quizzes are available immediately unless there are technical circumstances which prevent immediate feedback. Written assignments such as reflections, discussion posts, projects and other writing-intensive assessments will be graded within 7-10 days.

If there will be a delay in your receiving feedback, a written announcement or email will be provided to the class addressing the delay.

If your assignment is not submitted in a format can be accessed by the instructor (.pdf, .rtf, .docx), you will receive an initial numeric grade of “1” with comments instructing you to resubmit the assignment. There will be only ONE resubmission allowed for assignments submitted in an incorrect format. Subsequent submissions which are incorrectly formatted will receive a grade of “0”. It is each student’s responsibility to submit each assignment in a format which can be readily accessible by the instructor.
Grade Dispute

Please note that you will have ONE (1) week from the date the grade is posted to eCampus to challenge/dispute a grade you receive on a submission. It is YOUR responsibility to KEEP ALL WORK completed, graded and returned to you by your instructor for the duration of the semester. It is in your BEST interest to KEEP a copy of your submitted work either on a flash drive, electronically (in the cloud), or a hard copy. All disputes must be in writing.

Please note:

1. The instructor reserves the right to adjust assignments and points as deemed in the best interest of the students. Such adjustments will be provided in writing and will serve as an addendum to this syllabus.

2. You will have ONE (1) week from the date the grade is posted to eCampus to challenge/dispute a grade you receive. It is YOUR responsibility to KEEP ALL WORK completed, graded and returned to you by your instructor for the duration of the semester. It is in your BEST interest to KEEP a copy of your submitted work either on a flash drive, electronically (in the cloud), or a hard copy.

Extra Credit: As extra credit opportunities vary from semester to semester; these opportunities will be given to students as they are available. There will be a maximum of 50 extra credit points. These points will be added to the total number of points at the end of the course.

Attendance and Your Final Grade

Regular and punctual attendance is expected of all students. You must be present to participate. Once you are present, you must be active in all discussions and activities. Roll will be taken during each class session. You should always arrive on time and stay for the entire session to receive full credit for attendance. Your attendance is directly linked to participation. If you attend, participation is expected and eminent. There are several in class assignments that will be given in class. There is NO MAKEUP for these points. If you miss these days, you will need work hard on subsequent assignments if you wish to recover missing points.
Late Work Policy

Late Assignments (VERY IMPORTANT)

i. It is in each student's best interest to submit work in a timely fashion. Occasionally, life prevents one from keeping deadlines. You will be expected to complete assignments for each module no later than the given due date. I suggest you begin working immediately on your assignments to ensure that you meet the deadline. While the preference is that you submit work on time, if you are unable to complete and submit your work by the deadline, and you have sufficient documentation to substantiate your tardiness, you are responsible for communicating with the instructor and providing your documentation via email within 24 hours of the deadline. Family obligations, work, technical/computer issues, etc. DO NOT count as documented excuses – only emergencies.

ii. You will have the opportunity to submit your assignment late but will be penalized by 1-letter grade each day for up to 3 days. To submit an assignment after this 3-day period (calendar days), you will need to complete a Submission Extension Request in order to submit your assignment after the 3 day period. You will also need to attach your substantiating documentation to support your reason for the late assignment. There is a maximum of two requests for the semester. After the 3-day period, no work will be accepted unless in the case of a documented emergency about which you have notified me in writing.

iii. Please do not send assignments via email. If you have difficulty uploading your assignments, you will need to contact Technical Support for assistance with eCampus. Technical issues will not be acceptable excuses for late assignments. This means you should begin your assignments early and take precautions to ensure your equipment functions properly.

iv. Assignments not submitted in eCampus will be counted LATE until the date and time they are submitted to the proper area and in the proper format. A blank assignment will count as a 0. Assignments not submitted in either .doc, .rtf., or .pdf will be counted as a ‘0’ unless otherwise noted by the instructor.
Example:
Your assignment is due on Monday. If you submit it on Tuesday, the highest grade you may receive is 89; on Wednesday, a 79; on Thursday a 69. After Thursday, you may not submit the assignment without a Submission Extension Request showing a substantial reason for not submitting the assignment on time.

Makeup Exams
If you miss the an Exam for any unit, you will have the option to take the Comprehensive Makeup Exam at the end of the semester. You will receive a 0 for the missed exam. However, at the end of the term, you may opt to take the Comprehensive Makeup Exam to replace ONE exam grade (usually the LOWEST exam grade).

Other Course Policies

Communicating With Your Professor

Emails:
My preferred method of correspondence is email since I may very well be in class or in a meeting if you contact me via phone or in person. When communicating with me via email, please converse in a professional manner (no emojis, or short hand verbiage). In most cases, I will respond within 24 clock hours when the following guidelines are adhered to:

1. The SUBJECT line must read:
   PSYC 2301 8XXXX (Section number), Last Name, First Name: Subject (Example: Subject: PSYC 2301-8XXXX- DOE, JANE: MY GRADES).
2. Sign/End your email with your Full Name as many email addresses do not match the student’s name.
3. Failure to include the above information could result in a significant delay in your email response.
4. Please allow at least 24 hours for a response.

Telephone:
You may feel free to call my office telephone at 972.238.6300. Please keep in mind, that I may be in class, with another student or attending meetings. In most cases, it is best to contact me via text or email. Telephone calls will be accepted between the hours of 9AM and 11PM.
You may feel free to call my cell phone at 469-954-1579.

Remind App:
Most of the announcements for this course will be conveyed through the eCampus platform. To quickly disseminate the information, I will communicate with you through the Remind app. Please feel free to download the application on your cell phone. To register with our course, see the instructions provided by your instructor.
**Text Messaging:** If you need to contact me you may also feel free to send me a text through the Remind Application. Please be sure to sign your text with your name and Course Section (8XXXX) at the end so that I will know with whom I am conversing. Text Messages will be accepted between the hours of 9AM and 11PM.

**Institutional Policies**

Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.

[Richland Institutional Policies](http://www.richlandcollege.edu/syllabipolicies)